EXERCISE 21. CREATE A MULTI-FUNDED ACTIVITY: MULTI-FAMILY RENTAL REHABILITATION

Revise Activity

1. At the Main Menu, select Revise Activity.

2. You can either enter the HUD Activity Number or, using **<F2>**, select the Project (Multifamily Rehabilitation) under which we set up the Concord Apartments activity in exercise #10. Press <**Enter**> as necessary to display the appropriate activity.

3. At the initial "REVISE ACTIVITY" screen, press <**F8** > to move to the "PROCESS ACTIVITY" screen, which is the 2nd screen for setting up activities.

4. Press <**F8**> to move to the 3rd "SET UP ACTIVITY" screen.

5. Press <**F8**> to move to the "Money" screen.

6. On the "Money" screen, increase the TOTAL ESTIMATED AMOUNT to include the CDBG funds of at least $100,000, and **select** CDBG. Press <**Enter**> to move to the "CDBG ACTIVITY" screen. Remember that you will also have to revise the "ACTIVITY FUNDING" screens with the CDBG funding amounts.

7. At the "CDBG ACTIVITY" screen, **select** the appropriate CDBG national objective (LMH); fill out any other field on this screen at your option, and press <**Enter**> to move to the first "DIRECT BENEFIT" screen.

8. On this 1st "DIRECT BENEFIT" screen, with two or three exceptions, the information on this screen cannot be reported until households have actually benefited from the activity. However, you must indicate that the counts are by household (as appropriate for housing activities). In addition, you can't get past this screen without answering the two questions at the bottom of the screen. The PRESUMED BENEFIT and NATURE / LOCATION questions apply to Limited Clientele activities, not to Housing activities. After answering **No** to both questions, press <**Enter**> to move to the "DIRECT BENEFIT CONTINUED" screen.

9. This "DIRECT BENEFIT CONTINUED" screen should not be filled out until the activity has actually benefitted someone. Therefore, it will usually be left blank at the time of setup. Press <**Enter**> to move to the "CDBG SETUP MULTI-UNIT ACTIVITY" screen.

10. On the "CDBG SETUP MULTI-UNIT ACTIVITY" screen, fill out appropriate information about units and expected costs. Press <**Enter**> to move on.

11. The final screen is entitled "CDBG COMPLETION MULTI-UNIT ACTIVITY." At the time of activity setup, it will usually be left blank.

12.   Press <**Enter**> to return to the "Money" screen.

13.   Press <**F4**> to return to the MAIN MENU. Now proceed to ACTIVITY FUNDING to commit the CDBG funds.